

LEGAL SECRETARY – ENTRY/JOURNEY (TAHOE)

Supplemental Questionnaire

NAME: _____
 (Last) (First) (Middle Initial) Social Security Number

You must complete and submit this application supplement in order to participate in this recruitment. Based on your responses to this application supplement, your job related training and experience will be evaluated using a pre-determined formula. *Scores from this evaluation will determine applicant ranking and placement on the eligible list.*

Submit this completed supplemental questionnaire along with your application form. Please note this is a two-sided document. Resumes, letters, and other materials will not be evaluated or considered by the rating panel as responses to the items in the supplement.

I am interested in Legal Secretary – Entry. <i>If you answered “Yes,” complete Part One below.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
I am interested in Legal Secretary – Journey. <i>If you answered “Yes,” complete Part One (below) and Part Two (on page 2).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If you are interested in both Legal Secretary – Entry and Legal Secretary – Journey, check “Yes” in both boxes and complete Part One (below) and Part Two (on page 2).</i>	
I am interested in working in Tahoe.	<input type="checkbox"/> Yes <input type="checkbox"/> No

INSTRUCTIONS: Mark an “X” in the box to the right of each item that corresponds with your experience.

Part One						
	NONE	Less than 1 year	1 – 2 years	2 - 3 years	3 - 4 years	4 + years
Customer service (Includes: reception, front counter, and answering customer questions over the phone)						
Routine clerical support (Includes: document preparation, proofreading, and/or filling out/completing forms)						
Maintaining files (Includes: creating files, filing, retrieving files, shredding files, and/or updating and correcting file information)						

INSTRUCTIONS: Mark an "X" in the box to the right of each item that corresponds with your experience.

Part Two						
	NONE	Less than 1 year	1 – 2 years	2 - 3 years	3 - 4 years	4 + years
Typing, editing, and formatting legal documents including pleadings, briefs, opinions, orders, contracts, correspondence and other legal matters						
Maintaining and monitoring records and files; follow-up on due dates; and perform other monitoring functions to ensure timely completion of work						
Providing information to law enforcement agencies, courts, attorneys and the public in accordance with legal requirements						

I certify that all the statements made in this application supplement are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any misrepresentation and/or falsification of my answers may result in rejection of my application for this recruitment. My signature authorizes Placer County to make any appropriate investigations to verify information.

Signature of Applicant: _____ *Date:* _____